

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JANUARY 23, 2002**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, January 23, 2002 at 11:00 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follow.

**INTRODUCTION**

Dr. Jackson called the meeting to order and took attendance.

**REVIEW OF PREVIOUS MINUTES**

The minutes from the Conference held on January 09, 2002 were reviewed and approved as amended.

**REPLACEMENT COMMITTEE MEMBER**

The need for a replacement contributor on the Committee was discussed. Two individuals have expressed interest in joining this Committee, one being Gene Tatsch, from RTI. The Committee believed Dr. Tatsch would be a particularly valuable addition at this time of restructuring, considering his considerable institutional knowledge of NELAC. Dr. Jackson will correspond with Dr. Tatsch and invite him to complete a nomination form so he can be officially considered by the Committee.

**DEVELOPMENT OF DRAFT CONSTITUTION AND BYLAWS**

The existing NELAC Constitution Bylaws were used as a starting point for the Constitution and Bylaws of the proposed new standards-adoption organization. The draft Constitution and Articles I-V of the Bylaws were reviewed. Articles VI and VII will be reviewed at the next teleconference.

**FUTURE TELECONFERENCES**

The next teleconference is scheduled for February 06, 2002 at 11:00 a.m. EST.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JANUARY 23, 2009**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	No action items at this time.	

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JANUARY 23, 2002**

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